

## **GCG—Part-Time and Substitute Certified Staff Employment**

### **Substitute Teachers**

It is the intent of the Board to employ the most qualified certified to serve as substitute teachers. Every attempt will be made to secure substitutes who have valid Idaho teaching certification, training or experience at the level or in the subject to be taught.

All substitutes employed by the School must be fingerprinted and have completed a criminal background check. The School shall pay the costs associated with the criminal background check.

The Board will establish the daily pay rate for substitute teachers.

Substitute teachers are required to:

- Have a minimum of a High School Diploma or GED,
- Be at least 21 years of age, and
- Meet state requirements for criminal background checks.

The Administrator shall attempt to maintain as much continuity as possible by engaging the same substitute for the full period of absence of one teacher, and by hiring substitutes who have shown the most success in the past.

### **Responsibilities of the Substitute**

A substitute teacher is charged with the responsibility of maintaining a continuous instructional program that will enable each student to pursue his/her education during the absence of the regular teacher. The substitute teacher will be expected to follow an established curriculum as defined by the regular teacher's lesson plans. A substitute teacher is also responsible for maintaining order and discipline in the classroom in the absence of the teacher.

### **Part-Time, Occasional Substitutes**

Part-time, occasional substitute teachers are those who serve less than 10 consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson plans will be left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of workdays a year. No benefits are a part of this position.

If a substitute is required unexpectedly to remain in the same position for more than ten consecutive days, all days of substituting in that position will be handled, retroactively, in the same manner as a long-term substitute.

### **Long-Term Substitutes**

Long-term substitute positions (those who serve 10 or more days in the same position) will be filled at the appropriate step on the salary schedule commensurate with the substitute's experience and training, providing that the substitute is properly certified in

the area of the teaching assignment. Lesson planning will be done by the long-term substitute after the first day or two.

In the absence of proper certification, the substitute will be paid at a rate determined by the Board.

Advertisement and interviews are not required for long-term substitute positions.

**Employment Status**

Substitute teachers are not eligible to participate in health or other fringe benefits of the District.

Substitute teaching is considered on call as needed, at-will during the school year and there is no expectation of continued employment attached.